



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

April 7, 2003

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-51

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Miscellaneous Insurance Products Removed from Payroll Deduction
Payroll Deductions Authorized for Fiscal Year 2003-2004

In reviewing voluntary insurance products offered to state employees through payroll deduction, the Uniform Payroll Insurance Commission (UPIC) determined that any product offered which did not have a participation level of 100 employees paid through the ISIS HR Payroll System (ISIS HR) by December 31, 2002, would not be allowed to continue as a payroll deduction effective July 1, 2003.

Applications submitted by payroll vendors for continued deduction authorization for Fiscal Year 2003-2004 have been approved. As a result of the participation level change and the annual OSUP review process of all current miscellaneous vendor applications, it has been determined that the following products will be removed from payroll deduction effective July 1, 2003:

Vendor	Deduction Code	Wage Types	Product Name
American Family Life	NT 29	3077/3477	Convalescent Care
American Family Life	NU 29	3078/3478	Medicare Supp
American Heritage Life	NR 31	3001/3401	Term Life
American Public Life	PB/NB 20	3050/3450, 3044/3444	Intensive Care
American Public Life	NR 30	3045/3445	Term Life
American Public Life	NS 31	3082/3482	Whole Life
Colonial Life & Accident	NS 77	3064/3464	Whole Life
Conseco	PB/NB 20	3021/3421, 3011/3411	Intensive Care
Conseco	NN 83	3015/3415	Intensive Care - C/V
Conseco	NZ 99	3019/3419	*Grandfather*
Life Investors	PD/ND 20	3075/3475, 3066/3466	Intensive Care
Life Investors	NS 83	3070/3470	Intensive Care - C/V
Life Investors	NR 30	3071/3471	Whole Life
Life Investors	NN 81	3068/3468	Accident - C/V
New York Life	NS 30	3085/3485	Term Life
New York Life	NM 22	3083/3483	Disability
Professional	NM 25	3092/3492	Cancer
Professional	PB/NB 21	3093/3493, 3089/3489	Hospital Indemnity
Professional	NS 30	3090/3490	Term Life
Professional	NT 32	3096/3496	Whole Life
Protective Life	NM 80	3030/3430	Cancer
Protective Life	NN 29	3102/3502	Disability
Protective Life	NP 31	3100/3500	Whole Life

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Vendors have been notified that they are responsible for contacting employees with products being removed from payroll deduction. They will advise the employees on how premiums can be paid, e.g. bank draft or invoice, in order to keep their policies in force. Agencies will not receive a new SED-4 form to indicate the removal of these products. Agencies can run report ZP74 to determine which employees have these wage types, but may not be required to delimit them as the ISIS HR conversion to OGB's eEnrollment may complete this task. Additional details will be forwarded in future OSUP memorandum.

Vendors have also been advised to revise their SED-4 Payroll Deduction Authorization Form to include only those products approved effective July 1, 2003. **Until these forms are approved, agencies must not accept SED-4 forms for deductions that are no longer approved with effective dates of July 1, 2003 or later.**

As a result of the analysis on the annual participation levels, some changes may also need to be made for deductions that are being withheld under an incorrect product code. Vendors will contact the agencies affected. Agencies may accept an SED-4 ***without an employee's signature*** if the SED-4 submitted by the vendor is correcting the product codes and/or amounts between products and there is no change in the total semi-monthly premium. These changes are allowed for employees participating in the flex plan since these are considered to be correcting an administrative error. Corrections to FBP deductions can only be made back to the beginning of the 2002 - 2003 plan year, if applicable.

A list of authorized vendors (VC-01) for fiscal year 2003-2004 is attached. Also attached is a list of vendors, authorized products, and assigned codes, as well as, the names, addresses, and phone number of the vendor coordinator (VC-02) for your reference.

For information on products authorized for payroll deduction, agencies can now refer employees to the following link on the OSUP website: http://www.doa.state.la.us/osup/Misc_Ins_Prod_Listing_July2003.htm. This website includes generic product definitions as well as the ability to search for information at the product or vendor level. Soon, there will be links added to web pages maintained by the vendors that will provide more details about the products offered to LA State Employees. These web pages should be printed by agencies for those employees who do not have access to the internet.

Communication between agency personnel, vendor designated Coordinator and OSUP is critical for accurate and efficient processing of employee deductions for all parties involved. Timely resolution of deduction problems is mandatory. Agency personnel are responsible for assuring that both verbal and written correspondence from coordinators are acted upon in a timely manner.

If you have any questions, please contact Angel Vernon at (225) 342-5344.

JWC:ACV:kmb

Attachments: [VC-01, List of Authorized Vendors](#)
[VC-02, List of Vendor Coordinator, Address and Product](#)

MISCELLANEOUS DEDUCTIONS
ALPHA LISTING
FISCAL YEAR 2003-2004

30004 FBP F/A+ American Family Life Assurance Co (AFLAC) 1932 Wynnton Rd Columbus, GA 31999-0002 Allyson Goodwin Idell (706) 317-6130	30006 FBP F/A+ American Heritage Life, a wholly-owned subsidiary of the Allstate Corporation 1776 American Heritage Life Dr Jacksonville, FL 32224-6688 J. Craig Hensley (877) 417-2063	30008 FBP F/B++ American Public Life PO Box 925 Jackson, MS 39205-0925 Doug Johnson (800) 256-8606 ext 218
30013 FBP F/A Colonial Life & Accident 1200 Colonial Life Blvd W Columbia, SC 29210-7699 Belinda Maffei (800) 845-7330 ext 5631	30014 FBP F/B u Conseco Health Ins, marketed through Southern Capitol 11825 N Pennsylvania St Carmel, IN 46032-4604 Gloria Tutt (225) 769-0500	30023 FBP D/NR-5 Guaranty Assurance Co 11969 Bricksome Ave Ste A Baton Rouge, LA 70816-2337 Delina Schexnayder (225) 291-3172
30024 FBP D/B++ Guaranty Income Life 929 Government St Baton Rouge, LA 70802-6089 Sherry Ducote (225) 383-0355 ext 267	30043 FBP F/A+ Life Investors Insurance, administered by Transamerica 4333 Edgewood Rd NE Cedar Rapides, IA 52499-0002 Marilyn Brinkhuis (225) 925-9829	30046 Non FBP F/A Loyal American Life PO Box 559004 Austin, TX 78755-9004 Warren Benoit (800) 443-5694
30047 FBP N/CD MSofA Dent-All Plan, Inc. PO Box 1418 Tomball, TX 77377-1418 Jeffrey A. Darin (800) 999-5842	30048 Non FBP F/A++ New York Life Insurance 51 Madison Ave New York, NY 10010-1655 Stephen Goldsmith (800) 695-1272 ext 200	10048 Non FBP -/- Office of Group Benefits (American General) 5825 Florida Blvd Baton Rouge, LA 70806-4248 Ray Harrison (225) 925-3739
30052 Non FBP N/ILOC Pre-Paid Legal Services 321 E Main St Ada, OK 74820-5694 Mark Riches (888) 264-4070	30053 FBP F/A Professional Insurance, underwriter for GE Financial Assurance PO Box 80637 Lincoln, NE 68501-0637 Carolyn Santiago (800) 451-2513 ext 2297	30054 Non FBP F/A+ Protective Life Ins PO Box 12687 Birmingham, AL 35202-6687 Debra Lawson (800) 866-9933 ext 3561
30064 FBP D/B+ Starmount Life Ins 7800 Office Park Blvd Baton Rouge, LA 70809-7603 Christie Duggan (225) 926-2888 ext 103		

XXXXX = ISIS HR Vendor Code for the specific company
 FBP/Non FBP = Indicates whether company has products participating in the Flexible Benefits Plan
 x1/x2 = x1= **D**-domestic insurance, **F**-foreign insurance, or **N**-non insurance
 x2= Insurance Vendors - A.M. Best current rating- **A+**, **A**, **B+**, **B**, etc.
 Or Non-insurance vendors - **CD**-Certificate of Deposit or **ILOC**-Irrevocable letter of credit

Home address of company

Name and phone number of designated Coordinator

NOTE: Codes assigned EACH AUTHORIZED PRODUCT are listed on form VC-02 (04/03)

Vendor No. Product Code	Vendor Product Description	Product Code	Best Rating/FBP Indicator Product Description	Coordinator Address/Phone (Agency Personnel Use Only)
30004	American Family Life Assurance Co (AFLAC)		F/A+ / FBP	
PA/NA 25 PC/NC 21 NS 38	Cancer Hospital Indemnity Term Life	PB/NB 20 NV 81	Intensive Care Accident/Disability	Allyson Goodwin Idell 1932 Wynnton Rd Columbus, GA 31999-0002 (706) 317-6130 (706) 660-7539 (FAX) aidell@aflac.com
Customer Service number for Employees (800) 992-3522				
30006	American Heritage Life, a wholly-owned subsidiary of the Allstate Corporation		F/A+ / FBP	
PA/NA 25 NP 22	Cancer Disability Income - N/S	NN 27 NS 32	Accident Universal Life	J. Craig Hensley 2400 Veterans Blvd Ste 235 Kenner, LA 70062 (877) 417-2063 (504) 466-1441 (FAX) craig.hensley@ahllcorp.com
Customer Service number for Employees (800) 521-3535				
30008	American Public Life		F/B++ / FBP	
PA/NA 25 PD/ND 23	Cancer Denta-Care I	NM 27 PE/NE 15	Accident Denta-Care II	Doug Johnson PO Box 925 Jackson, MS 39205-0925 (800) 256-8606 ext 218 (601) 932-9011 (FAX) djohnson@ampublic.com
Customer Service number for Employees (800) 256-8606				
30013	Colonial Life & Accident		F/A / FBP	
PA/NA 63 NM 60 NR 69	Cancer Accident/Disability Universal Life	PB/NB 78 PD/ND 76	Intensive Care Hospital Indemnity	Belinda Maffei Attn: Mail Stop SC216 PO Box 1365 Columbia, SC 29202-1365 (800) 845-7330 ext 5631 (803) 213-3010 (FAX) BTMaffei@UNUM.com
Customer Service number for Employees (800) 325-4368				
30014	Conseco Health Ins, marketed through Southern Capitol		F/B u / FBP	
PA/NA 25 PC/NC 27 PD/ND 16 NS 84	Cancer Accident HeartCare Hospital Indemnity-C/V - N/S	NM 80 NP 81 NR 82	Cancer-C/V Accident-C/V HeartCare-C/V	Gloria Tutt PO Box 83360 Baton Rouge, LA 70884-3360 (225) 769-0500 (225) 769-0160 (FAX) gloriatutt@southerncapitol.net
Customer Service number for Employees (800) 541-2254				
30023	Guaranty Assurance Co		D/NR-5 / FBP	
PA/NA 23	DINA Pref Dental			Delina Schexnayder PO Box 40017 Baton Rouge, LA 70835-0017 (225) 291-3172 (225) 292-3075 (FAX) dschexna@bellsouth.net
Customer Service number for Employees (800) 376-3462				
30024	Guaranty Income Life		D/B++ / FBP	
PA/NA 23	Q-Dent Dental Plan	NM 32	Universal Life	Sherry Ducote PO Box 2231 Baton Rouge, LA 70821-2231 (225) 383-0355 ext 267 (225) 343-0047 (FAX) Sherry@gilico.com
Customer Service number for Employees (225) 383-0355				
30043	Life Investors Insurance, administered by Transamerica		F/A+ / FBP	
PA/NA 25 NT 27 NP 82	Cancer Accident Heart-C/V - N/S	NM 80 PC/NC 16	Cancer-C/V - N/S Heart	Marilyn Brinkhuis 1136 E Riveroaks Dr Baton Rouge, LA 70815-4156 (225) 925-9829 (225) 927-5655 (FAX) 1Marilyn@cox.net
Customer Service number for Employees (225) 925-1393				

Vendor No. Product Code	Vendor Product Description	Product Code	Best Rating/FBP Indicator Product Description	Coordinator Address/Phone (Agency Personnel Use Only)
30046	Loyal American Life		F/A / Non FBP	Warren Benoit PO Box 640488 Kenner, LA 70064-0488 (800) 443-5694 (504) 443-6004 (FAX) w_benoit@bellsouth.net
NM 32	Universal Life	NP 34	Whole Life - N/S	
Customer Service number for Employees (800) 633-6752				
30047	MSofA Dent-All Plan, Inc.		N/CD / FBP	Jeffrey A. Darin PO Box 1418 Tomball, TX 77377-1418 (800) 999-5842 (281) 351-2786 (FAX) jdarin@dent-allplan.com
PA/NA 23	Dental/Eye/Chiropractic/Vitamin /Hearing Aid/24-hr Nurse Hotline			
Customer Service number for Employees (800) 999-5842				
30048	New York Life Insurance		F/A++ / Non FBP	Stephen Goldsmith PO Box 500 Minneapolis, MN 55440-0500 (800) 695-1272 ext 200 (952) 884-2477 (FAX) stephen_c_goldsmith@newyorklife.com
NN 31	Whole Life	NP 32	Universal Life	
Customer Service number for Employees (800) 695-1272 ext 407				
10048	Office of Group Benefits (American General)		-/- / Non FBP	Ray Harrison PO Box 44036 Baton Rouge, LA 70804-4036 (225) 925-3739 (225) 925-4860 (FAX) rharrison@ogb.state.la.us
NM 50	Universal Life - N/S			
Customer Service number for Employees (800) 247-8837				
30052	Pre-Paid Legal Services		N/ILOC / Non FBP	Mark Riches 4660 Mirandy Rd Cookeville, TN 38506-8655 (888) 264-4070 (931) 537-2270 (FAX) mriches@citlink.net
NM 99	Pre-Paid Legal			
Customer Service number for Employees (800) 654-7757				
30053	Professional Insurance, underwriter for GE Financial Assurance		F/A / FBP	Carolyn Santiago 100 Bright Meadow Blvd Enfield, CT 06082-1981 (800) 451-2513 ext 2297 (860) 737-1040 (FAX) Carolyn.santiago@ge.com
NN 27	Disability Income			
Customer Service number for Employees (800) 289-1122 ext 3006				
30054	Protective Life Ins		F/A+ / Non FBP	Debra Lawson PO Box 12687 Birmingham, AL 35202-6687 (800) 866-9933 ext 3561 (205) 868-3402 (FAX) debra.lawson@protective.com
NR 30	Term Life	NS 32	Universal Life	
Customer Service number for Employees (800) 866-9933				
30064	Starmount Life Ins		D/B+ / FBP	Christie Duggan PO Box 14389 Baton Rouge, LA 70898-4389 (225) 926-2888 ext 103 (225) 926-6292 (FAX) christied@starmountlife.com
PA/NA 17	Preferred Dental			
Customer Service number for Employees (888) 729-5433 ext 2013				